

Treaty Trader Visa (E-1) Application

Applicants with Jordanian nationality are eligible for E-1 visa classification provided they meet requirements for Treaty Traders.

Demonstrating Eligibility for Treaty Trader Status

The enterprise and applicant have the burden of demonstrating fulfillment of requirements for treaty trader status under 9 FAM 41.51.

Documents should be organized as set out here below. They should be highlighted as necessary to emphasize pertinent information. Assertions made in the cover letter must be substantiated through the submission of documentary evidence - presented in the order set out here below - to support those assertions.

Applications must be submitted in a binder divided into sections clearly separated by lettered or numbered tabs and include a table of contents, as provided here below.

Tab A or 1

Cover letter on company letterhead outlining the company's qualifications for E-1 status. This letter must address all requirements for E visa eligibility as defined by the Foreign Affairs Manual [9 FAM 41.51](#) and U.S. law.

- The requisite treaty exists, [9 FAM 41.51 N3](#);
- The individual and/or business possesses the nationality of the treaty country, [9 FAM 41.51 N3](#);
- The activities constitute trade within the meaning of INA 101(a)(15)(E), see [9 FAM 41.51 N4](#));
- [Such trade is substantial, 9 FAM 41.51 N6](#);
- [Such trade is principally between the United States and the treaty country, 9 FAM 41.51 N6](#));
- The applicant, if an employee, is destined to an executive/ supervisory position or possesses skills essential to the firm's operations in the United States, [9 FAM 41.51 N13](#) ; and
- The applicant intends to depart the United States when the E-1 status terminates, [9 FAM 41.51 N14](#)

In the event the enterprise was previously qualified for E1 visa status, the cover letter must also indicate the date and location of the initial qualification. In the event the enterprise has in any way varied from the initial qualification, whether in size, nature, ownership or otherwise, those variations, however slight, must be described, both

in the cover letter and supporting documentation (as provided under the pertinent tabs).

Tab B or 2

Table of Application Contents. This table must identify the documents provided and their respective location within the application as provided in the tab sequence set out here below.

Tab C or 3

Completed Non-immigrant Treaty Trader/Investor Visa Application, *Form DS-156E* (Part I- Business profile, and Part II –Staff). The form is available to download from <http://foia.state.gov/FORMS/newscripts/formlist.asp?type=V>. Please fill out the form completely and do not write “see attached” in response to any question.

Tab D or 4

In order to prove that the company meets **the ownership requirements**, please submit the following:

- Public companies, translated copies of the company’s registration from the Jordanian Ministry of Commerce, showing shareholders names and percentage of stock ownership and a statement from a CPA stating the amount of stock that is traded on any stock exchange.
- Companies privately owned documentation of owners.
- Companies that are ultimately owned by other Jordanian companies or by a consortium, you must submit documentation identifying ultimate shareholders by nationality (Note: To the extent a certain percentage of a company’s stock is traded on the ASE, it may be assumed that the nationality of the shareholders of that stock is Jordan.)
- For companies that have been incorporated in the U.S., please show the certificate/articles of incorporation, certificate of shares issued to shareholders, business license and lease contracts.

In all cases, a formal CPA letter must be submitted indicating the nature of the company (branch, subsidiary, or partnership), its structure, the ownership distribution and nationality of shareholders.

Tab E or 5

Demonstrate the individual and the enterprise possess the nationality of the treaty country, [9 FAM 41.51 N3](#). The nationality of an enterprise is determined by the nationality of its individual owners. Documents tending to show nationality include valid passports identifying owners of ultimate parent company.

Tab F or 6

In order to prove **that at least 50% of international trade is between the U.S. and Jordan**, please submit a formal statement from the company's CPA showing international imports/exports conducted by the company for the past year. The statement must include:

1. Which countries does the company import from?
2. To which countries does the company export?
3. The volume of trade with each country.
4. The volume of returned goods (if applicable).

Tab G or 7

In order to prove **that there is a commercial, traceable and identifiable flow of goods, services and/ or technology between the U.S. and Jordan or vice-versa, that the flow of goods is substantial and continuous**, please submit the following documents:

- Invoices of purchases and sales for the last year
- Bank records
- Bills of shipment
- Contracts

Occasionally, additional documents may be required, e.g.:

- Catalogs
- Letters of credit
- Correspondence indicating trading activity
- Warehouse receipts
- Accounts receivable and accounts payable ledgers
- Organization and staffing charts
- Contracts, catalogs, sales literature

Tab H or 8

In order to prove the **company's financial situation**, please submit

the following documents:

- Most recent audited financial statement.
- Most recent quarterly annual report.
- Most recent U.S. tax return.

Tab I or 9

Applicant/Employee's E visa application. Please submit the following documents on behalf of the employee:

- DS-156 (Please note that only an EVAF application will be acceptable).
- DS-157 - Males aged 16 to 45 are required to complete a supplemental nonimmigrant visa application, form DS-157.
- The pink copy of the receipt from the Cairo Amman bank for the application fees of \$131.
- Passport picture (5cm x 5cm) - with light background.
- DS-156 E (Part 3).
- Employee's CV (Curriculum vita).
- Formal letter on company letterhead explaining the reasons why the employee must be in the U.S. and a description of his responsibilities.
- Photocopy of the employee's passport - Biographic page.

Tab J or 10

Spouse and children's applications. Please submit the following documents on behalf of each member of the family:

- DS-156 (Please note that only an EVAF application will be acceptable).
- DS-157 - Males aged 16 to 45 are required to complete a supplemental nonimmigrant visa application, form DS-157.
- The pink copy of the receipt from the Cairo Amman bank for the application fees of \$131.
- Passport picture (5cm x 5cm) - with light background.
- Photocopy of the applicant's passport - Biographic page.

Important Notice!

Each file **must contain** an application on behalf of the employee the company is interested in relocating to the U.S.

In addition, it is very important to know that family members over the age of 14 need to arrive at the embassy for the interview in order to submit fingerprints.